

Correspondence Search Request

**U.S. Department of Housing
And Urban Development**
Office of the Chief Human Capital Officer

Priority

Open

Closed

Name and/or Organization

Date of Incoming

Date of Outgoing

ACORN No.

Unnumbered

Action Assigned to

Date Assigned

Type of Action

Information copies to

Comments:

Date

Time

Searched by

Approved by

Requested by

Telephone

Program Area

Room Number

Previous editions may be used

form HUD-712.3 (11/11)